
Navy E-Learning Content Submission Procedures



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**Available at
www.navylearning.com**

**For questions and comments email
nln.administrator@cnet.navy.mil**

Navy E-Learning Content Submission Procedures—1.0

Abstract

This document outlines the procedures for Navy agencies to submit new content to Navy E-Learning or replace existing content. Once content has been submitted to Navy E-Learning, it will undergo a series of tests to ensure the guidelines outlined in the Navy E-Learning Content Technical Specifications have been followed.

This document also outlines the procedures that Navy agencies may use to determine the current status of content submitted to Navy E-Learning.

Getting Started

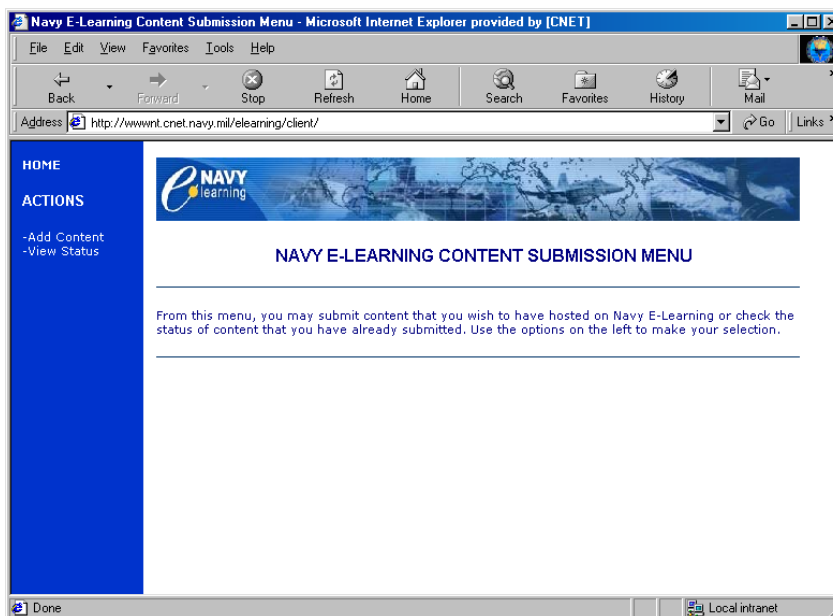
Before submitting content to Navy E-Learning to be hosted, content providers should ensure the following checks have been performed:

- Content should be free of viruses
- Content should be free of errors
- Content should meet the technical specifications outlined in the Navy E-Learning Content Technical Specifications
- Content should include a Content Structure Format (CSF) and a SCORM Manifest file
- Content should be packaged in a Zip file format
- Content should be downloadable from a File Transfer Protocol (FTP) or Hyper Text Transfer Protocol (HTTP) site (If content providers do not have an FTP or HTTP site, the content can be sent on a CD)

Submitting Content to Navy E-Learning

The following procedure should be performed when submitting new content or providing an update to existing content.

1. Go to Navy E-Learning Content Submission Menu available at <http://wwwnt.cnet.navy.mil/elearning/client/>.



2. Select the "Add New Content" option.
3. Complete the Navy E-Learning Content Submission Form.

A screenshot of the "NAVY E-LEARNING CONTENT SUBMISSION FORM" in Microsoft Internet Explorer. The browser window title is "Navy E-Learning Content Submission Menu - Microsoft Internet Explorer provided by [CNET]". The address bar shows "http://wwwnt.cnet.navy.mil/elearning/client/". The page layout is similar to the previous screenshot, with a blue sidebar containing "HOME" and "ACTIONS" links. The main content area has a header with the "NAVY learning" logo and the title "NAVY E-LEARNING CONTENT SUBMISSION FORM". Below the title, there are "INSTRUCTIONS" and a note about mandatory fields. The form is divided into sections, with the first section titled "1 Content Information". It contains two input fields: "Content Title" with the value "Airman" and "Course ID" with the value "14014". A "NOTE" at the bottom right of the form states: "NOTE: Enter CIN, NAVEDTRA, or other course identifier. If you do not have a number to identify your course, please enter '99999'." The status bar at the bottom shows "Done" and "Local intranet".

On the Form, content providers are asked to provide a URL where the content can be downloaded. If the content provider does not have a URL, the content should be provided on CD to the following address:

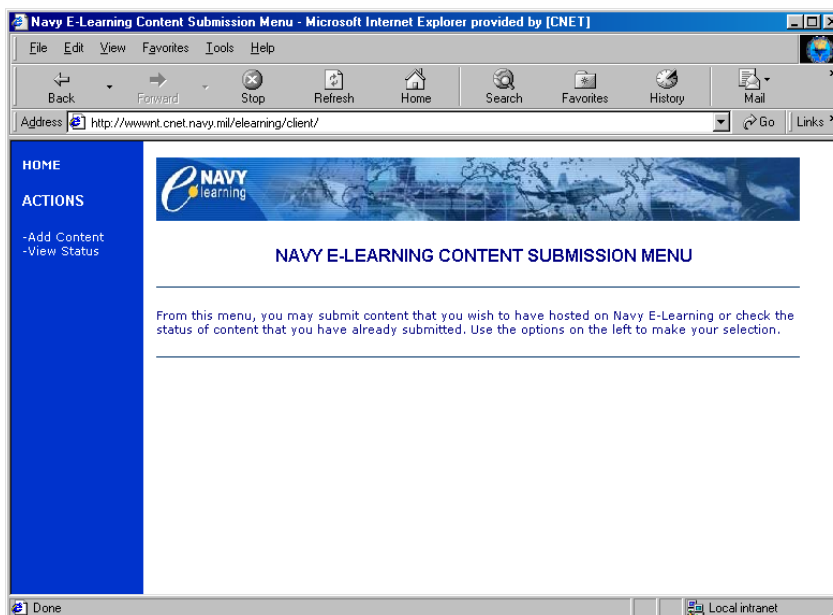
Chief of Naval Education and Training (CNET)
Code ETS24/ETS25
250 Dallas Street
Pensacola, Florida 32509

Assuming that content meets the guidelines outlined in the Navy E-Learning Content Technical Specifications, the content will be hosted on Navy E-Learning after its receipt. If content has technical discrepancies, content providers will be notified immediately after the discrepancy has been detected.

If content providers have questions about submitting content to Navy E-Learning or need to change information provided on the content submission form, email nln.administrator@cnet.navy.mil.

Checking the Status of Submitted Content

1. Go to Navy E-Learning Content Submission Menu available at <http://wwwnt.cnet.navy.mil/elearning/client/>.



2. Select the option "Check the Status of Submitted Content."
3. When the "Navy E-Learning Content Status Report" appears, enter the content title in the space provided and click the Submit button.

Date Submitted	Content Title	Content Provider	Content Status	Date Posted	Date Returned
10/25/01 10:15:30 AM	Airman	NETPDC	AWAITING HOSTING		

4. If there is content in the database matching title entered, the status of the content will be returned. The table below provides a description of each status code.

STATUS CODE	DESCRIPTION
AWAITING TESTING	Before content is hosted on Navy E-Learning, it is tested to ensure that the content meets the technical specifications outlined in the Navy E-Learning Content Technical Specifications. The AWAITING TESTING code is assigned to indicate that the content is waiting to be tested.
AWAITING CD-DELIVERY	The content is being provided to Navy E-Learning on CD. After the CD is received, the content status will be updated to AWAITING TESTING.
AWAITING HOSTING	The content has passed the testing and is ready to be hosted on Navy E-Learning.
HOSTED	The content is currently available on Navy E-Learning.
RETURNED	The content has been returned to the content provider because of technical discrepancies.